SIS 2000+ Training Manual

Office Visits

Purpose

This application records student health office visits.

Training Objectives

Add, Edit and Delete entries.

Accessing Office Visits

To activate the Health menu click on the **Health** button (or Alt+H on the keyboard) from the SchoolNet main menu. To activate the Office Visit program, click on the **Office Visits** (or Alt+V) button.

1

Tasks

Add an Office Visit Entry

Find the student record and click **Add**. The following screen will appear:



Health Office Visits Screen

Complete the information, selecting from drop-boxes where necessary. Note: The Doctor Referral tab cannot be accessed, as it is under construction.

Date -

Date of visit

Time In -

Beginning time of visit

Time Out -

Ending time of visit

Return Date -

Date recommended for follow-up visit if needed

Referral -

Check if student was referred to a doctor this visit. This will activate the Doctor Referral screen for further data input.

Description -

Reason for visit

Visit notes -

Comments

Service -

Type of treatment

Disposition -

Diagnosis after treatment

Ht -

Height in inches

Wt -

Weight at time of visit

Temp -

Body temperature

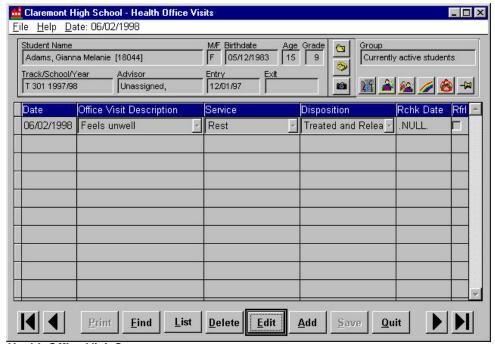
BP -

Blood Pressure

Last Changed and By -

System audit fields

Click Save, then Done. The general information will appear on the grid.



Health Office Visit Screen

Delete a Health Record

Click Edit, and select the record that you wish to delete. Click Delete. A question screen will appear. Click "Yes" to delete, "No" to cancel.